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ABSTRACT

This report summarizes responses to a 5-page questionnaire sent to the heads of the 22 largest public junior college districts in California. The 100 per cent response rate included information on the following areas: (1) convention and conference attendance; (2) faculty rank; (3) sabbatical leave; (4) social security; (5) division and department heads or chairmen; (6) summer school compensation; and (7) extra-compensation classroom teaching during the regular year. Six of the responding districts indicated assignment of faculty rank. The median of the maximum percentages of staff who may be authorized for sabbatical leave was 4.5, with a median salary of 100 per cent of a regular instructor's salary for one semester and 50 per cent if the leave is longer. The most common compensation for division or department heads was a teaching-load reduction, with some additional pay. Provision for secretarial assistance varied widely, depending on the district. No identifiable basic pay pattern was evident for paying regular instructors for summer teaching. The most frequent limitation on full-time instructors teaching beyond their normal load was six additional hours per week. Other median practices of interest include a normal full-time teaching load of 15 hours, and a full-time counseling load of 35 hours per week and 525 students. An administrator was provided for every 566 students in average daily attendance. (JO)

ED043327

LONG BEACH UNIFIED SCHOOL DISTRICT

Office of the Director of Research

# 1969-70 PRACTICES OF CALIFORNIA'S LARGEST PUBLIC JUNIOR COLLEGES:

## Answers to

## "Some Questions of Interest to Junior College Instructors Outside the Area of Contract Salaries"

October 1970

JC 700 230

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LONG BEACH UNIFIED SCHOOL DISTRICT
Office of the Director of Research

October 8, 1970

# 1969-70 PRACTICES OF CALIFORNIA'S LARGEST PUBLIC JUNIOR COLLEGES: Answers to "Some Questions of Interest to Junior College Instructors Outside the Area of Contract Salaries"

**Purpose**

The members of junior college academic senates, the administrators of public junior colleges, and the members of junior college governing boards are each year called upon to make decisions concerning many requests that are not in the area of contract salaries--important as the subject of contract salaries is. Frequently the decision-makers in large junior colleges who face such non-salary requests feel handicapped by their lack of information concerning the answers that comparable California junior college districts have already given to the same questions. While no decision-maker wishes to feel bound by modal practice, he still feels more comfortable if he knows what the prevailing practice in a given area is--or whether there really is what one might call a prevailing practice.

The purpose of this report is, then, to summarize what the 1969-70 practices of California's largest public junior colleges are in several areas of concern to junior college personnel--outside the area of contract salaries. [Note: Although this report is written after the close of the academic year 1969-70, we shall retain the present tense in the verbs used to explain current practices in 1969-70.]

**Procedure and Sample**

An early decision was reached that it would be necessary to send an inquiry form or questionnaire to the heads of the largest public junior college districts in California in order to secure the facts needed. Topics to be covered in the inquiry were suggested by Superintendent W. Odie Wright, by President Wiley D. Garner, and by other members of the administrative staff of Long Beach City College.

In February 1970, copies of a 5-page questionnaire were mailed--together with a covering letter and a reply envelope--to the superintendents of the 22 largest public junior college districts of California. The students attending these 22 junior college districts make up almost three-fourths of the total junior college population of California. By the middle of April 1970, replies had been received from all of the 22 districts--a 100 per cent response.

The districts included in the sample were these:

| | |
|---|---|
| Cerritos | Pasadena |
| Contra Costa | Peralta |
| El Camino | San Bernardino |
| Foothill | San Diego |
| Kern | San Francisco |
| LONG BEACH | San Joaquin |
| Los Angeles | San Mateo |
| Los Rios | South County |
| Mt. San Antonio | State Center |
| North Orange County | Ventura |
| Orange Coast | Yosemite |

**Findings**

The detailed findings from this survey are summarized in a series of tables which run from A to H. These letters correspond to the eight sections of the questionnaire. Thus, Table A summarizes the responses to all the items--three of them--in Section A of the questionnaire which dealt with "Convention and Conference Attendance." (Although we refer to Table A in the singular, most of the lettered tables--Tables A, B, C, and so on--actually consist of a cluster of tables which relate to a single general topic.) As a guide to the reader, here are the topics or areas that are included under each of the lettered tables:

| Table | Section of Questionnaire |
|---|---|
| A | A: Convention and Conference Attendance |
| B | B: Faculty Rank |
| C | C: Sabbatical Leaves |
| D | D: Social Security |
| E | E: Division Heads or Chairmen and/or Department Heads or Chairmen |
| F | F: Summer School Compensation |
| G | G: Extra-Compensation Classroom Teaching During Regular Year |
| H | H: Other Matters of Concern |

For some of the tables in this report, totals or measures of central tendency have been included. For a few tables, no summary statistic seemed needed or appropriate.

A few respondents to the questionnaire included several marked pages from such official documents as their salary schedules in an effort to provide a complete response to a question. We have taken the liberty of selecting from such long responses what we considered the heart of the information provided in order to reduce the length of the report--particularly the length of the footnote explanations. We are hopeful that this editorial surgery has not caused any major distortions of meaning.

**Some Points of Special Interest**

No one can say in advance just what point or points in the accompanying tables will be of major interest to the individuals who receive this report. As stated above, except for our efforts to shorten a few responses, all the data we received have been summarized so the reader can turn to the table in his area of concern to find out what the current practices are in that field for each of the 22 largest junior college districts of the state.

The general reader may prefer to have us list some of the findings from this survey of practices which may be of special interest. Here are a few:

1. Among 16 of the junior college districts supplying data on the amount of money budgeted to pay all or some of the expenses of instructors attending out-of-district professional meetings and conferences, the median amount is $1.04 per unit of ADA. (Table A: $Q_1$)

2. Six (6) of California's 22 largest junior college districts assign faculty rank to their instructors. They are: El Camino, Kern, Los Angeles, Orange Coast, Pasadena, and San Bernardino. The criteria used in these colleges for the assignment of rank are the instructor's college preparation and his years of local service. (Table B: $Q_1$ and $Q_3$)

3. Among the largest public junior college districts, the median of the maximum percentages of the staff who may be granted sabbatical leaves in any one year is 4.5. The median percentage of an instructor's regular salary that he is paid while on sabbatical is 100% if the leave is for one semester only, but drops to 50% if the leave is for the full academic year. (Table C: $Q_1$, $Q_2$, and $Q_3$)

4. Among the 22 largest junior college districts, only 2 (Foothill and San Francisco) contribute to Social Security for services by certificated employees performed outside or beyond the normal 10-month contract assignment. (Table D: $Q_2$)

5. Among the largest junior college districts, the median number of division heads, coordinators, and/or department heads or chairmen is 18. By far the most common practice in compensating these employees (heads of divisions and/or departments) is to reduce

their teaching load and, at the same time, provide some additional pay. The amount of special clerical assistance granted or assigned to the typical department head or division chairman ranges widely among the districts--from none at all to as much as one full-time secretary per division head or department chairman. (Table E: $Q_1$, $Q_2$, and $Q_5$)

6. Practices among the 22 largest junior college districts vary considerably with respect to the basis used for paying regular instructors who teach during the summer. No single pay pattern really prevails. In most of the districts (14 of them), an instructor teaching full-time during the summer teaches the same number of hours as he does when he is teaching on a full-time basis during the regular academic year. In the summer of 1969, the median practice was to employ for additional compensation 40 per cent of the regular year faculty members.
(Table F: $Q_1$, $Q_2$, and $Q_5$)

7. Among the largest junior college districts, practices differ widely with respect to the basis for paying regular instructors who teach additional college classes (beyond the normal contract load). The most frequent limitation placed on the amount of such teaching a full-time instructor may do beyond his normal load is 6 hours per week. (Table G: $Q_1$, and $Q_2$)

8. Here are some median practices of the largest junior college districts:

   --15 hours in academic (lecture) courses is considered a normal full-time teaching load;

   --Counselors are expected to be on duty 35 hours per week;

   --Regular contract instructors may substitute during the day for additional compensation;

   --The President or Chairman of the Academic Senate teaches 80 per cent of a normal teaching load; the Secretary carries a full teaching load;

   --Each counselor serves 525 students; and

   --One administrator is provided for every 566 ADA.
   (Table H: $Q_1$, $Q_2$, $Q_4$, $Q_7$, $Q_8$, and $Q_9$)

* * *

## Some Comments and Observations

1. Limitations and Cautions. In the main body of this report, we have already mentioned a number of limitations of this survey and a number of cautions that the prudent reader should exercise. For example, we are reporting practices that were followed in 1969-70 and we are now in the academic year 1970-71.

   At the risk of seeming to minimize the potential values from this survey, we might mention additional limitations which should be recognized by the reader. We made an effort to include questions of current local interest which fell in different broad areas of concern (e.g., convention attendance; faculty rank; sabbatical leaves) and, at the same time, not include so many questions in the inquiry form that other districts would feel imposed upon in responding. This has meant that this study is in no sense to be considered an intensive investigation (the popular term today--"an in-depth study") of each of the eight broad areas that we touched on.

   One other caution has already been mentioned briefly but, in a report of this kind, it probably deserves somewhat more emphasis. Because we have shown medians--and, in a few cases, modes--at the foot of some of the tables and have included some of these averages in our list of findings of special interest, we certainly do not wish to convey the idea that "middle practice" is necessarily "desirable practice." In various kinds of distributions, best practice may be judged to be the lowest point or the highest point or some place in-between.

2. Appreciation. We are extremely grateful to those busy individuals at each of the 22 junior college districts who filled out, to the best of their knowledge, the answers to our 5-page form. We have already reported that we had a response of 100 per cent to the inquiry. That was a great example of inter-district cooperation. We thank you sincerely.

   In this district, we wish to give special recognition to Superintendent W. Odie Wright and to President Wiley D. Garner. Both men made contributions of substance to the inquiry form, and both assisted us in getting responses from other districts.

   Within this office, credit for the analysis of the returned forms and for the preparation of the accompanying tables belongs to two teachers on special assignment, Phyllis L. Fassell and Edith M. Roesener.

3. Additional Reports. We are sending a copy of this report to each of the 21 junior college districts that joined with Long Beach in this survey. We have a small number of additional copies of the report. Within the limits of our supply, we will be glad to distribute these if a district wishes to request one or more additional copies.

ANTON THOMPSON
Director of Research and
Assistant to the Superintendent

Publication authorized:

W. ODIE WRIGHT
Superintendent of Schools

Enc. Tables A-H

Table A

1969-70 Practices of California's Largest
Public Junior Colleges with Respect to:
Convention and Conference Attendance

Question 1: What total amount does your district currently budget to pay all or some of the expenses of junior college instructors who wish to attend out-of-district professional meetings and conferences?

| District[a] | Response to Q1 | 1968-69 Total ADA | Amount Per ADA (1968-69 Data) |
|---|---|---|---|
| Contra Costa | $36,215 | 12,060 | $3.00 |
| Ventura | 19,201 | 7,574.55 | 2.53 |
| No. Orange County | 25,340 | 10,169.23[b] | 2.49 |
| Kern | 15,180[c] | 7,743.85 | 1.96 |
| Yosemite | 10,000 | 6,798 | 1.47 |
| Orange Coast | 14,840 | 12,403 | 1.20 |
| South County | 7,350 | 6,298 | 1.17 |
| San Mateo | 14,560 | 13,218 | 1.10 |
| Mt. San Antonio | 7,900 | 8,133 | .97 |
| El Camino | 9,276 | 10,409 | .89 |
| San Francisco[d] | 10,000 | 11,374.45 | .88 |
| State Center[e] | 7,675 | 8,827.15 | .87 |
| Los Rios | 13,568 | 16,655 | .81 |
| Pasadena | 5,200 | 12,551.38 | .41 |
| Los Angeles | 19,800 | 55,685 | .36 |
| LONG BEACH | 3,000 | 13,048 | .23 |
| Cerritos | n.d. | 7,400 | -- |
| Foothill | f | 11,076.40 | -- |
| Peralta | g | 13,100 | -- |
| San Bernardino | 5,000 | n.d. | -- |
| San Diego | h | 8,068.61[b] | -- |
| San Joaquin Delta | 11,200 | n.d. | -- |
| MEDIANS[i] | $11,784 | 10,891.73 | $1.04 |

[a]The 16 districts for which comparative data were available have been ranked according to Amount Per ADA (1968-69); districts below dotted line have been listed alphabetically and have not been included in the ranking.

[b]Day only.

[c]This amount includes funds for administrators and classified personnel.

[d]This amount includes funds for administrators.

[e]This amount does not include funds for student personnel services.

[f]Data not available since all travel, in- and out-of-district is budgeted as one figure.

[g]Average of $40.00 per FTE (full-time equivalent).

[h]$15.00 per full-time faculty.

[i]In computing the medians for this table, only the data for the 16 districts listed above the broken line were used.

Question 2: By what procedure does the district approve the request of an instructor to attend a professional conference or meeting out of the district?

a. Approved by the President and/or dean
b. Approved by the head of the department in which the instructor serves
c. Approved by a special committee appointed by the college administration
d. Approved by the Academic Senate or by a Senate committee
e. None of the above. This is the way approvals are handled: _____.

| District | Response to Q2 | | | | |
|---|---|---|---|---|---|
| | a | b | c | d | e |
| Cerritos | x | x | | | x[1] |
| Contra Costa | x | | | | |
| El Camino | x | | | | |
| Foothill | x | x | | | |
| Kern | x | x | | | x[1] |
| LONG BEACH | | | x | | |
| Los Angeles | x | | | | x[1] |
| Los Rios | x | x | | | |
| Mt. San Antonio | | x | | | x[1] |
| No. Orange County | x | x | | | |
| Orange Coast | x | x | | | x[1] |
| Pasadena | | x | | | |
| Peralta | x | | | | |
| San Bernardino | | | x | | |
| San Diego | | | x | | x[1] |
| San Francisco | | | | x | |
| San Joaquin | x | x | | | |
| San Mateo | | | | | x[2] |
| South County | x | x | | | x[1] |
| State Center | x | x | | | x[1] |
| Ventura | x | x | | | x[1] |
| Yosemite | x | x | | | |
| TOTALS | 15 | 13 | 3 | 1 | 10 |

[1]These districts have the following additional requirements for approval:

| District | Additional Requirements |
|---|---|
| Cerritos | Department Head, Vice President of Instruction, and Superintendent |
| Kern | Superintendent |
| Los Angeles | Board of Trustees |
| Mt. San Antonio | Administrative Council and the Board of Trustees |
| Orange Coast | Superintendent/Chancellor and Board of Trustees |
| San Diego | Superintendent and Board |
| South County | Board of Trustees |
| State Center | Superintendent approves only out-of-state requests |
| Ventura | Superintendent |

[2]Procedure unique at each campus.

Question 3: Is the administrative head of the junior college empowered to approve faculty requests to be absent for one day to attend local or nearby professional meetings for which no expenses are requested?

Yes
No

| District | Yes | No | No Response |
|---|---|---|---|
| Cerritos | x | | |
| Contra Costa | x | | |
| El Camino | x | | |
| Foothill | x | | |
| Kern | x | | |
| LONG BEACH | | x[1] | |
| Los Angeles | x | | |
| Los Rios | x | | |
| Mt. San Antonio | x | | |
| No. Orange County | x | | |
| Orange Coast | | x | |
| Pasadena | x | | |
| Peralta | x | | |
| San Bernardino | x | | |
| San Diego | x | | |
| San Francisco | | x[2] | |
| San Joaquin | x | | |
| San Mateo | x | | |
| South County | x | | |
| State Center | x | | |
| Ventura | x | | |
| Yosemite | x | | |
| TOTALS | 19 | 3 | 0 |

[1]Long Beach: Superintendent approves.

[2]San Francisco: Superintendent can approve up to two days.

Table B

1969-70 Practices of California's Largest
Public Junior College Districts with Respect to:
Faculty Rank

Question 1: Do you assign faculty rank to your instructors?

Yes
No

| District | Yes | No | No Response |
|---|---|---|---|
| Cerritos | | x | |
| Contra Costa | | x | |
| El Camino | x | | |
| Foothill | | x | |
| Kern | x | | |
| LONG BEACH | | x | |
| Los Angeles | x | | |
| Los Rios | | x | |
| Mt. San Antonio | | x | |
| No. Orange County | | x | |
| Orange Coast | x | | |
| Pasadena | x | | |
| Peralta | | x | |
| San Bernardino | x | | |
| San Diego | | x | |
| San Francisco | | | x |
| San Joaquin | | x | |
| San Mateo | | x | |
| South County | | x | |
| State Center | | x | |
| Ventura | | x | |
| Yosemite | | x | |
| TOTALS | 6 | 15 | 1 |

Question 2: If you do assign faculty rank, about what percentage of the regular full-time teaching staff are currently assigned these titles:

a. Professor (or full professor)
b. Associate professor
c. Assistant professor
d. Instructor
e. Other ranks

| District[1] | Response to Q2 | | | | |
|---|---|---|---|---|---|
| | a | b | c | d | e |
| El Camino | No response | | | | |
| Kern | 24% | 36% | 29% | 11% | |
| Los Angeles | 21 | 24 | 21 | 34 | |
| Orange Coast | 12 | 28 | 31 | 29 | |
| Pasadena | | 33.5 | 32.2 | 34.3 | |
| San Bernardino | | 20 | 60 | 20 | |

[1]Of the 22 junior college districts included in this survey, only the 6 districts listed answered the first question in this section affirmatively--that they did assign faculty rank to the teaching staff.

Question 3: If you do assign faculty rank, please indicate which of these criteria are used. (Please check all that apply.)

a. Amount of college preparation (degrees held, etc.)
b. Years of service in local district
c. Quality of teaching
d. Service record (committees, sponsor of activities, etc.)
e. Professional publications
f. Other. Please explain: _____.

| District[1] | Response to Q3 | | | | | |
|---|---|---|---|---|---|---|
| | a | b | c | d | e | f |
| El Camino | x | x | | | | |
| Kern | x | x | | | | |
| Los Angeles | x | x | | | | |
| Orange Coast | x | x | | | | |
| Pasadena | x | x | | | | |
| San Bernardino | | x | | | | |
| TOTALS | 5 | 6 | | | | |

[1]The 6 districts listed are the ones that responded yes to Q1--that they do assign faculty rank to their instructors.

10/8/70

Table C

1969-70 Practices of California's Largest
Public Junior College Districts with Respect to:
Sabbatical Leaves

Question 1: In terms of percentage, what is the maximum number of full-time staff members who may be granted sabbatical leave in any one year?

2: What percentage of an instructor's regular salary is he paid if he takes a sabbatical leave for one semester only?

3: What percentage is paid if an instructor's leave is for one school year?

4: (See next page.)

5: How many years must an instructor serve before he is eligible for a sabbatical?

6: (See separate page that follows.)

| District | Q1 | Q2 | Q3 | Q5 |
|---|---|---|---|---|
| | Percent | Percent | Percent | No. of Years |
| Cerritos | 5% | 100% | n.d. | 6 |
| Contra Costa | a | 100 | 60% | 6 |
| El Camino | 6 | 100 | 50 | 6 |
| Foothill | 5 | b | 65 | 7 |
| Kern | 5 | 90 | 60 | 6 |
| LONG BEACH | 1 | 60 | 50 | 7 |
| Los Angeles | c | 50 | 50 | 7 |
| Los Rios | 5[d] | 100 | 50 | 7 |
| Mt. San Antonio | 3 | 70 | 70 | 7 |
| No. Orange County | 10 | 50 | 50 | 6 |
| Orange Coast | 10 | 100 | 50 | 7 |
| Pasadena | 4 | 75 | 75 | 6 |
| Peralta | e | 100 | 67 | 6 |
| San Bernardino | 2.5 | 100 | 50 | 6 |
| San Diego | 3 | 100[f] | 50 | 6 |
| San Francisco | 2 | 100 | 60 | 7 |
| San Joaquin | 5 | 100 | 62.5 | 6 |
| San Mateo | 3 | 100 | 50 | 6 |
| South County | g | 90[h] | n.d. | 7 |
| State Center | 5[i] | 100 | 50 | 6 |
| Ventura | 3 | 100 | $66\frac{2}{3}$ | 6 |
| Yosemite | 3 | 100 | 50 | 7 |
| MEDIANS | 4.5% | 100% | 50% | 6 |

[a]One semester leaves not greater than 3% of total certificated staff. Other leaves depend on funds available.

[b]One quarter, 85%; two quarters, 75%.

[c]No limit established.

[d]For all practical purposes, 2%.

[e]Flat amount granted.

[f]If no substitute required.

[g]Based on total funds available.

[h]For only one quarter, 90%.

[i]Budget allocations of only $25,000 per year will not permit 5% to go.

Question 4: What purposes for sabbatical leave are routinely approved as legitimate other than the purpose of advanced study or research?

| District | Travel | Other | No Response |
|---|---|---|---|
| Cerritos | x | | |
| Contra Costa | x | | |
| El Camino | x | | |
| Foothill | x | x[1,2] | |
| Kern | x | | |
| LONG BEACH | x | | |
| Los Angeles | x | | |
| Los Rios | x | x[1] | |
| Mt. San Antonio | x | | |
| No. Orange County | | | x |
| Orange Coast | x | | |
| Pasadena | x | | |
| Peralta | x | | |
| San Bernardino | x | | |
| San Diego | x | | |
| San Francisco | x | | |
| San Joaquin | x | | |
| San Mateo | | x[3] | |
| South County | x | | |
| State Center | x | | |
| Ventura | | x[4] | |
| Yosemite | | x[5] | |
| TOTALS | 18 | 5 | 1 |

[1]Writing a textbook.

[2]Work in a related industry or business.

[3]Curriculum planning.

[4]Approved teaching fellowship.

[5]Any activity which will make the person a more effective teacher.

Question 6: If all applications for sabbatical leave in a given year can't be granted, how does the college determine which ones shall be approved?

| District | Response |
|---|---|
| Cerritos | Through a Sabbatical Leave Committee with representation of faculty members from each division. Applicants' requests are ranked according to the merits of the project by the Sabbatical Leave Committee. Recommendations are made to the Vice President of Instruction. |
| Contra Costa | Ranked by Sabbatical Leave Committee in accordance with criteria established by Board Policy. |
| El Camino | Seniority, by category--study, then travel. |
| Foothill | Since we are a fairly new district, we are just now formulating priorities. |
| Kern | Departmental priority. |
| LONG BEACH | Committee appointed by administration. |
| Los Angeles | No response. |
| Los Rios | Evaluations made by the Professional Standards Committee. |
| Mt. San Antonio | Time of service, age of applicant, value of project to college. |
| No. Orange County | Reviewed by committee. |
| Orange Coast | Only one instructor per subject area of instruction. |
| Pasadena | Sabbatical leave committee decides. Five members: three elected by Senate Board, two from Administration. |
| Peralta | Amount is budgeted in total for each college. Priorities determined by committee at college. |
| San Bernardino | Committee recommendation. |
| San Diego | By assignment of priorities by administration in cooperation with Professional Growth Committee which includes faculty representatives. |
| San Francisco | Seniority. |
| San Joaquin | Seniority of service at the college and whether a sabbatical leave has been had previously. |
| San Mateo | Faculty screening committee ranks them. Reviewed by the administration; recommendation by the Superintendent to the Board. |
| South County | Board of Trustees on merit. |
| State Center | Rank all requests on a criteria basis to provide priority for granting leaves--up to $25,000 available. |
| Ventura | Criteria include: value to the individual, the students, and/or the district; previous sabbatical leaves; seniority of service; likelihood of continued service; and distribution among departments. |
| Yosemite | Senior members. |

Table D

1969-70 Practices of California's Largest
Public Junior College Districts with Respect to:
Social Security

Question 1: Does your district have an agreement with its certificated employees which requires contributions by the employees and the district to Social Security for any services performed outside or beyond the normal 10-month contract assignment (e.g., summer school teaching, hourly teaching, coaching, etc.)?

Yes
No

2: If you are contributing toward Social Security for some of your certificated employees, how much are you budgeting as a district contribution for the year 1969-70?

| District | Q1 | | Q2 |
|---|---|---|---|
| | Yes | No | Amount Contributed |
| Foothill | | x | $ 2,620.80[a] |
| San Francisco | x | | 183,674.00 |
| All other J.C. districts (N=20) | | x | None |

[a]A few certificated employees, previously employed by institutions which contributed to Social Security, chose to continue Social Security coverage in lieu of this district's retirement program.

Table E

1969-70 Practices of California's Largest
Public Junior College Districts with Respect to:
Division Heads or Chairmen and/or Department Heads or Chairmen

Question 1: In all, how many division heads or chairmen or coordinators (or whatever title you use) and how many department heads or chairmen or coordinators (or whatever title you use) does your district presently employ?

2: How are these division and/or department heads compensated for accepting their responsibilities?

a. No compensation is given except in terms of professional recognition.
b. Reduction in teaching load only
c. Additional pay only
d. Both reduction in teaching load and additional pay
e. Other benefits are given. Please explain: _____.

| District | Q1 | Q2 | | | | |
|---|---|---|---|---|---|---|
| | Number | a | b | c | d | e |
| Cerritos | 9 | | | | x | x[1] |
| Contra Costa | 6 | | | | x | |
| El Camino | 6 | | | | | x[2] |
| Foothill | 17 | | | | x | |
| Kern | 24 | | | | x | |
| LONG BEACH | 27 | | | | x | |
| Los Angeles | 72 | | | | x | |
| Los Rios | 22 | | | | x | |
| Mt. San Antonio | 31 | | | | x | |
| No. Orange County | 18 | | | | x | |
| Orange Coast | 18 | | | | x | |
| Pasadena | 16 | | | | x | |
| Peralta | 7-9 | | x | | | |
| San Bernardino | 10 | | | | x | |
| San Diego | 37 | | | | x[3] | |
| San Francisco | 21 | | | | x | |
| San Joaquin | 11 | | | | x | |
| San Mateo | 30 | | | | x | |
| South County | 10 | | | | x | |
| State Center | 9 | | | | | x[4] |
| Ventura | 28 | | | x | x | |
| Yosemite | 25 | | | | x[5] | |
| MEDIAN | 18 | | | | | |

[1]Additional pay factor 1.15 of contract and percent of load reduction according to full-time equivalents in Division for 12 months.

[2]Regular 12 month full-time salary.

[3]For some.

[4]All Division deans are full-time administrators except one who is ½ time. We do not have department heads.

[5]In most cases.

Question 3: If reductions in teaching load are granted to division and/or department heads, please outline the amounts given in departments or divisions of various sizes:

| District | Response |
|---|---|
| Cerritos | Example: Business Division head receives $1525.00 per calendar month x 1.15 x 12 months. He teaches a 20% load and 80% is allotted for Division Head duties. Other divisions vary from 40% to 80% teaching load reduction. |
| Contra Costa | Apparel & Fine Arts 1/3<br>Bio. Sci. 1/2<br>Bus. Educ. 1/2<br>Physical Science 1/3<br>Social Science 2/5<br>Communication & English 1/2 |
| El Camino | No response. |
| Foothill | 50% reduction in all divisions. |
| Kern | Department size (FTE) - 3 or less — Released Time - .00<br>4-9 — .10<br>10-19 — .20<br>20 and over — .30 |
| LONG BEACH | Load Reduction for Department Heads and Division Chairmen<br>Teaching Load = 15 teaching units per week (each hour of lecture equals one teaching unit; each hour of lab equals .75 teaching unit)<br>No. Teachers (FTE)<br>0-7.9 - no load allowance<br>8-13.9 - 10% load allowance per year based on teaching units (3 tchg. units per year, 3 clock hrs. per week)<br>14-19.9 & over - 20% load allowance per year based on teaching units<br>Division Chairman - 10% load allowance per year based on teaching units |
| Los Angeles | 75 to 164 supervised lecture-equivalent hours a week justify three hours of released time a week. |
| Los Rios | Normally 1/3 to 1/2 release time. |
| Mt. San Antonio | Number in Department — Full-time Teaching Load<br>1-4 — 15 hours<br>5-8 — 15 hours<br>9-12 — 12 hours<br>13-15 — 12 hours<br>16-18 — 9 hours |
| No. Orange County | In the application of the schedule: Except as noted, all classifications require 12 calendar months of service with a maximum of a month's vacation allowable. Where less than 12 calendar months of service is stipulated, salary is reduced in proportion to service required. The time factor for Division Chairman is 0.88. |
| Orange Coast | 2/5 - all divisions. |
| Pasadena | Varies from 100% released time to 60% released time, depending upon size of department, complexity of operations, community relations, etc. |
| Peralta | Varies from 3 to 9 units. |
| San Bernardino | 2/5 release. |
| San Diego | Option of college. |
| San Francisco | Physics - 6<br>Health - 3<br>English - 18<br>Life Science - 13<br>Chemistry - 6<br>Adv. Art - 3<br>Engineering - 15<br>Music - 3<br>Business - 14<br>Photography - 2<br>Men's P.E. - 7.5<br>Women's P.E. - 7.5<br>Nursing - 4<br>Mathematics - 7<br>Radio-TV - 3<br>For. Lang. - 3<br>Soc. Sci. - 9<br>Beh. Sci. - 9<br>Hotel - 7 |

(Continued on next page)

Question 3 (continued)

| District | Response |
|---|---|
| San Joaquin | Each division chairman teaches 50% of time and acts as administrator 50% of time. Must work 5 days before the first day of school in the fall and 5 days after the last day of school in the spring. |
| San Mateo | Number of Instructors / Annual Released Time<br>1-5 / 0<br>6-10 / 9<br>11-15 / 12<br>16-20 / 15<br>21-25 / 18<br>26-30 / 18<br>31-35 / 21<br>36-40 / 21<br>41 and over / 24 |
| South County | 2/5 released time if 16 or more faculty in division.<br>1/5 released time if fewer than 16 faculty in division. |
| State Center | None |
| Ventura | 10 division chairmen teach 60%; 3 department heads teach full loads; 8 department heads teach 80%; 5 division chairmen teach 80%; 2 coordinators teach full loads. |
| Yosemite | Determination by job rather than size. |

Question 4: If additional pay is given division and/or department heads, please outline the schedule for departments or divisions of various sizes: _____.

| District | Response |
|---|---|
| Cerritos | All receive an additional 15% of total salary. |
| Contra Costa | Regular supervisory rates (hourly) equated with annual salary. |
| El Camino | No response. |
| Foothill | $1,000 for each division chairman. |
| Kern | Department Size (FTE) - 3 or less — Stipend - 250<br>4-9 — 500<br>10-19 — 750<br>20 and over — 1,000 |
| LONG BEACH | 4-6 3/5 f-t tchr. equivalency within dept. - $36.90 per school month.<br>6 4/5 - 9 2/5 f-t tchr. equivalency within dept. - $73.80 per school month.<br>9 3/5 or more f-t tchr. equivalency within dept. - $110.70 per school month. |
| Los Angeles | $20.00 a week in addition to regular salary of an instructor as indicated by the preparation salary schedule. |
| Los Rios | 10% of steps 8-12, Class III of the teachers' salary schedule. This step is allowed for each year of service as division chairman up to 5 years. |
| Mt. San Antonio | Regular Day: No. in Department — Amount Paid<br>1-4 — $40 per month<br>5-8 — 50 per month<br>9-12 — 70 per month<br>13-15 — 80 per month<br>16-18 — 90 per month<br>Evening Division:<br>2-5 — $25 per month<br>6-8 — 30 per month<br>9-12 — 40 per month<br>13-15 — 50 per month<br>16-18 — 60 per month<br>Summer Session: Any Department Chairman having 2 or more instructors in his department in Summer Session, day or evening or both, will be paid $100.<br>Department Chairmen are regularly employed on a 10-month basis. |
| No. Orange County | Administrative Salary Schedule: Administrative Assistant, Assistant Dean, Head Librarian, Division Chairman, Effective January 1, 1970<br>Step 1 $18,589 — Step 2 $19,131 — Step 3 $19,689 — Step 4 $20,263 — Step 5 $20,854 — Step 6 $21,462<br>In the application of the schedule: (1) Where less than 12 calendar months of service is stipulated, salary is reduced in proportion to service required. The time factor for Division Chairman is 0.88. (2) Where an administrator holds a Ph.D., Ed.D, or specified LLB, an additional stipend of $660 will be paid upon the recommendation of the District Chancellor. |
| Orange Coast | $1125 per year. |
| Pasadena | Ten-month assignment, 1.14 responsibility ratio applied to placement on salary schedule for certificated personnel. |
| Peralta | No response. |
| San Bernardino | 7.5% |

(Continued on next page)

Question 4 (continued)

<table>
<tr><th>District</th><th>Response</th></tr>
<tr><td>San Diego</td><td>Dept. Chairman I (4-6 full-time contract teachers) - $420 per year.<br>Dept. Chairman II (7 or more full-time contract teachers) - $670 per year.</td></tr>
<tr><td>San Francisco</td><td>120 hours per year @ $12.18 for each of the following: Business, Chemistry, Counseling, Engineering, English, For. Languages, Hotel, Life Science, Mathematics, Women's P.E., Men's P.E., Physics, Social Science, Behavioral Science.<br>60 hours per year @ $12.18 for each of the following: Health, Music, Nursing, Afro-Am. and Latino.</td></tr>
<tr><td>San Joaquin</td><td>A flat amount of $814 a year. This is 5% of the top teacher annual salary.</td></tr>
<tr><td>San Mateo</td><td><u>Number of Instructors</u>(1) — <u>Annual Additional Compensation</u>(2)<br>1-5 — $ 735<br>6-10 — 970<br>11-15 — 970<br>16-20 — 1340<br>21-25 — 1340<br>26-30 — 1710<br>31-35 — 1710<br>36-40 — 2070<br>41 and over — 2070<br>(1) Including the chairman.<br>(2) Above the salary as a teacher. In addition, a division chairman will be compensated for supervision in Evening College and Summer Session, at Evening College lecture rates and Summer Session field rates, respectively, on a predetermined time arrangement approved by the President upon the recommendation of the Dean of Instruction.</td></tr>
<tr><td>South County</td><td>$1,000 per year per chairman.</td></tr>
<tr><td>State Center</td><td>None.</td></tr>
<tr><td>Ventura</td><td><u>Position</u> — <u>Adjustment Factor</u>[a] — <u>Time Subject to Assignment in School Months</u>[b]<br>Athletic Director — 1.04 (1.02[c]) — 10<br>Department Head — 1.04 — 10-1/2<br>Director of Nursing Education — 1.04 — 10-1/2 to 12<br>Coordinator II — 1.04 — 10-1/2<br>Coordinator I — 1.06 — 10-1/2<br>Division Chairman — 1.08 — 11<br>Head Librarian — 1.08 — 12<br>[a]Salaries are recommended by Superintendent. Factors are guides only; not officially adopted.<br>[b]Usual length of assignment.<br>[c]When assignment is added to that of Division Chairman.</td></tr>
<tr><td>Yosemite</td><td>Department Chairman 5%. Division Dean 10% + summer pay.</td></tr>
</table>

Question 5: How much special clerical assistance is assigned to the typical division head or department chairman?

| District | Response |
|---|---|
| Cerritos | One full-time secretary for each Division. |
| Contra Costa | Virtually none. |
| El Camino | Secretary. |
| Foothill | One division secretary for chairmen and all members of the division. |
| Kern | Half-time. |
| LONG BEACH | None. |
| Los Angeles | None. |
| Los Rios | One full-time division clerk. |
| Mt. San Antonio | Two secretaries serve all departmental chairmen and deans. |
| No. Orange County | 10-month secretary. |
| Orange Coast | Student Laboratory Assistant - 20 hours per week. |
| Pasadena | Each has a full-time secretary. |
| Peralta | Draw from clerical pool. |
| San Bernardino | One secretary. |
| San Diego | No set formula. One college assigns approximately 5% of one clerk's time plus additional student help as needed; another of our colleges assigns approximately 5 hours per week of student help to each department chairman. |
| San Francisco | One full-time clerk for English Department; 3 full-time clerks for counseling department; one full-time clerk shared by Social Science, Behavioral Science, Nursing and Health; one full-time clerk in Hotel; all other departments use student help. Clerical help in the duplicating department is available. |
| San Joaquin | Between 1/3 and 1/2 day of a secretary. |
| San Mateo | No response. |
| South County | Full-time division clerk per division except with 3 small divisions have half-time person. |
| State Center | One full-time secretary. |
| Ventura | One college has a clerical pool to serve 7 divisions (excluding Athletics, Nursing, and Special Projects, each of which has a full-time secretary); the other college has a full-time secretary for each of its five divisions. |
| Yosemite | None to full-time, depending on job. |

## Table F

### 1969-70 Practices of California's Largest Public Junior College Districts with Respect to: Summer School Compensation

**Question 1:** On what basis do you determine what you will pay a regular college instructor who teaches summer school?

a. Flat hourly rate for all instructors. What amount?
b. Same rate per hour taught as instructor earned on contract during the regular school year that precedes summer school (e.g., 1968-69 school year rates carry over to summer of 1969).
c. Same rate per hour taught as instructor will earn on contract during the regular school year that follows summer school (e.g., 1969-70 school year rates used in summer of 1969).
d. Fractional part of instructor's pay rate during preceding school year. What fraction?
e. Fractional part of instructor's pay rate during ensuing school year. What fraction?
f. None of the above. This is how we do it:

| District | Response to Q1* | | | | | |
|---|---|---|---|---|---|---|
| | a | b | c | d | e | f |
| Cerritos | | | | 100% | | x[1] |
| Contra Costa | | | | | | x[2] |
| El Camino | | x | | | | |
| Foothill | | | | 52½ | | |
| Kern | | x | | | | |
| LONG BEACH | | | | | | x[3] |
| Los Angeles | | x | | | | |
| Los Rios | | | | | | x[4] |
| Mt. San Antonio | $ 8.50<br>9.50<br>10.50 | | | | | |
| No. Orange County | | | | x[5] | | |
| Orange Coast | | | | x[6] | | |
| Pasadena | | | | | x[7] | |
| Peralta | | | | | 1/6 | |
| San Bernardino | | | | 67 | | |
| San Diego | | | | 66⅔ | | |
| San Francisco | 12.18 | | | | | |
| San Joaquin | | | | | | x[8] |
| San Mateo | | | | | | x[9] |
| South County | | | | | x[10] | |
| State Center | | | | | | x[11] |
| Ventura | | | | | | x[12] |
| Yosemite | | x | | | | |
| TOTALS** | 4 | 4 | 0 | 6 | 3 | 8 |

*Footnotes to explain certain district responses: See next page.

**Because some districts checked more than one response, these totals add up to more than 22.

Note: Footnote Explanations of Preceding Responses by 12 JC Districts to:

Question 1: On what basis do you determine what you will pay a regular college instructor who teaches summer school?

[1]Cerritos: Same contract rate as preceding school year. Instructor who teaches summer session, full load, receives same contract monthly salary as regular school contract.

[2]Contra Costa: Adjusted to regular salary for fiscal year during which teaching occurs. At a ratio of 1:.75 summer session and 1:.60 evening.

[3]Long Beach: Contract rate during fiscal year (July 1-July 1). (Teacher actually teaches 20% additional hours during summer session for full rate.)

[4]Los Rios: Summer Session (Effective July 1, 1969)

| | Class I | Class II | Class III |
|---|---|---|---|
| Per semester per Lecture Unit | $237.06 | $260.82 | $284.40 |
| Per semester per Laboratory Unit | $170.10 | $173.88 | $189.54 |

Note: A lecture unit consists of 18 hours of instruction.
A laboratory unit has a similar definition.

Personnel holding an earned doctorate receive 10% of Class III in addition to the rates established above.

[5]No. Orange County: For lecture instruction, 75% of preceding school year rate divided by 30; for lab instruction, 80%. . . .

[6]Orange Coast: Fractional amount (2 semester salary x 4/5 x 1/36 ÷ Teaching Load = Hourly rate)--restricted by a minimum of $7.00 and a maximum of $11.00.

[7]Pasadena: The following is the schedule of hourly rates for the 1969-70 summer session.

| Step (Years of Experience) | Class A BA | Class B BA+36 or MA | Class C BA+54 Inc. MA | Class D BA+72 Inc. MA | Class E BA+90 Inc. MA | Dr.'s Degree |
|---|---|---|---|---|---|---|
| 1 | 6.98 | 7.51 | 8.03 | 8.55 | 9.08 | 10.12 |
| ⋮ | | | | | | |
| 7 | 10.12 | 10.65 | 11.17 | 11.70 | 12.22 | 13.27 |
| Maximum limit for initial employment | | | | | | |
| 10 | 11.70 | 12.22 | 12.74 | 13.27 | 13.79 | 14.84 |
| 11 | | | 13.27 | 13.79 | 14.32 | 15.36 |
| 12 | | | | | 14.84 | 15.89 |
| 15 | 12.22 | 12.74 | 13.79 | 14.32 | 15.36 | 16.41 |
| 18 | 12.74 | 13.27 | 14.32 | 14.84 | 15.89 | 16.93 |

[8]San Joaquin: Summer session rates are listed below.

| Step | BA or Less 1 | Voc. Cred. 2 | MA or Voc. Cred. with BA 3 | Doctor's Degree 4 |
|---|---|---|---|---|
| 1 | 8.44 | 9.33 | 9.78 | 10.22 |
| 2 | 8.94 | 9.82 | 10.26 | 10.69 |
| 3 | 9.43 | 10.31 | 10.75 | 11.15 |

Teacher Experience - Day College, Evening College or Summer Session

| | |
|---|---|
| 1-2 Semesters | Step 1 |
| 3-4 Semesters | Step 2 |
| All over 4 Semesters | Step 3 |

Each Summer Session Counts as a Semester's Experience.

[9]San Mateo: The following shows the framework of the schedule of hourly rates for the 1969-70 summer session.

| I | II | III | IV Hourly Rate | | V |
|---|---|---|---|---|---|
| Years of Experience Allowed | Step | Lecture | Laboratory | | Field |
| 0 | 1 | $11.36 | $ 9.72 | | $ 7.30 |
| ⋮ | | | | | |
| 7 or 8 | 8 | 16.30 | 14.11 | | 10.58 |
| 9 or 10 | 9 | 17.00 | 14.73 | | 11.03 |

(Continued on next page)

[10]South County: $\frac{\text{hours of summer school teaching per week x 14.25\% annual salary}}{\text{normal teaching load + one-fifth}}$

[11]State Center: We use a 4 step hourly rate schedule for both lecture and lab. See abridged Schedule C (1969-70).

Schedule C

Hourly Rate Per Lecture Hour

| Steps | Class I | Class II | Class III | Class IV | Class V |
|---|---|---|---|---|---|
| 1 | $8.33 | $ 8.88 | $ 9.44 | $10.00 | $10.55 |
| 2 | 8.88 | 9.44 | 10.00 | 10.55 | 11.11 |
| 3 | 9.44 | 10.00 | 10.55 | 11.11 | 11.66 |
| 4 | -- | 10.55 | 11.11 | 11.66 | 12.22 |

Hourly Rate Per Laboratory Hour

| Steps | Class I | Class II | Class III | Class IV | Class V |
|---|---|---|---|---|---|
| 1 | $5.83 | $6.22 | $6.61 | $7.00 | $7.39 |
| 2 | 6.22 | 6.61 | 7.00 | 7.39 | 7.78 |
| 3 | 6.61 | 7.00 | 7.39 | 7.78 | 8.16 |
| 4 | -- | 7.39 | 7.78 | 8.16 | 8.55 |

Steps = 1 Step equals each four steps on Schedule "A"
Class = Instructors placement on Schedule "A"

[12]Ventura: Same rate per hour as instructor will earn during the regular school following the summer session.

Question 2: How does the number of teaching hours (lecture and lab) taught by an instructor full time in summer school compare normally with the number of hours he teaches on a full-time basis during the regular school year?

a. Same number of hours per week.
b. More hours per week during summer school. How many more?
c. Fewer hours per week during summer school. How many less?

| District | Response to Q2 | | | |
|---|---|---|---|---|
| | a | b | c | Other Choice |
| Cerritos | | x[1] | | |
| Contra Costa | Or less | | | |
| El Camino | x | | | |
| Foothill | x | | | |
| Kern | | 5 | | |
| LONG BEACH | | 20% | | |
| Los Angeles | x | | | |
| Los Rios | x | | | |
| Mt. San Antonio | x | | | |
| No. Orange County | x | | | |
| Orange Coast | x | | | |
| Pasadena | x | | | |
| Peralta | | 5 | | |
| San Bernardino | x | | | |
| San Diego | | | 3 | |
| San Francisco | x | | | |
| San Joaquin | | | | No relationship |
| San Mateo | | | Varies | |
| South County | x | | | |
| State Center | x | | | |
| Ventura | | 3 | | |
| Yosemite | x | | | |
| TOTALS | 14 | 5 | 2 | 1 |

[1]Teaches $2\frac{2}{3}$ times the hours in 6 weeks and 2 times in 8 weeks.

Question 3: How long in weeks (was-were) your day school summer session(s) last summer?

4: How long in weeks (was-were) your evening school summer session(s) last summer?

5: About what percentage of your regular year faculty members were employed for additional compensation during the 1969 summer session?

| District | Q3 | Q4 | Q5 |
|---|---|---|---|
| | No. of Weeks | No. of Weeks | % |
| Cerritos | 2@6 wk., 1@8 wk. | 2@5 wk. | 50% |
| Contra Costa | 8 | 8 | 30 |
| El Camino | 6, 8, 10 | 6, 8, 10 | 28 |
| Foothill | 8 | 8 | n.d. |
| Kern | 6 | 6 | 28 |
| LONG BEACH | 2@6 wk. | 8 | 68 |
| Los Angeles | 6 | 6 | Not avail. |
| Los Rios | 6, 8, 9 | 6, 8, 9 | 95 |
| Mt. San Antonio | 6 | 6 | 37 |
| No. Orange County | 6, 8 | 6, 8 | 65 |
| Orange Coast | 8 | 8 | 30 |
| Pasadena | 2@6 wk. | 2@6 wk. | 51 |
| Peralta | 6 | 6 | 40 |
| San Bernardino | 6, 8 | 6, 8 | n.d. |
| San Diego | 8 | 8 | 41.3 |
| San Francisco | 3, 6, 7 | None | 90.7 |
| San Joaquin | 6 | 6 | 33 |
| San Mateo | 6 | 8 | 15 |
| South County | 6 | 6 | 40 |
| State Center | 6 | None | 50-75 |
| Ventura | 1 campus, 2@6 wk.; 1 campus, 4 wk., 6 wk., 8 wk. | Same for evening | 37 |
| Yosemite | 6 | 6 | 30 |
| --- | Mode = 6 | Mode = 6 | Median = 40%[a] |

[a]Based on 19 districts providing data.

Table G

1969-70 Practices of California's Largest
Public Junior College Districts with Respect to:
Extra-Compensation Classroom Teaching During Regular Year

Question 1: On what basis do you determine what you will pay a regular instructor who teaches additional college classes (beyond the normal contract load)?

a. Flat hourly rate for all instructors. What amount?
b. Schedule of graduated hourly rates which bears no direct relationship to the regular contract schedule. What range?
c. Schedule of graduated hourly rates which is directly related to the regular contract schedule. What percentage of the hourly cost of an instructor's teaching under contract is paid for extra-compensation teaching? Range of hourly rates _____ to _____
d. If it costs the district X dollars to have Instructor A teach a 3-unit course under contract, he would also be paid the same number of dollars if he taught a 3-unit course on an extra-compensation basis.
e. Same as "d" except that Instructor A would be paid a fractional percentage of the amount that he would receive if he were teaching the course under regular contract. What percentage?
f. None of the above. This is how we do it: _____.

| District | Response to Q1* | | | | | |
|---|---|---|---|---|---|---|
| | a | b | c | d | e | f |
| Cerritos | | | $7.50-<br>$15.92 | | | |
| Contra Costa | | | | | | Not done |
| El Camino | $9.65 | | | | | |
| Foothill | | $7.11-<br>$12.95 | | | | |
| Kern | | | | | | x[1] |
| LONG BEACH | | $8.79-(No<br>$9.80 MA)<br>$9.22-(MA or<br>$10.31 MA+) | | | | |
| Los Angeles | | | x | | | |
| Los Rios | | | | x | | |
| Mt. San Antonio | $8.50<br>$9.50<br>$10.50 | | | | | |
| No. Orange County | | | | | | x[2] |
| Orange Coast | | | | | | x[3] |
| Pasadena | | | | | | x[4] |
| Peralta | $10.85 | | | | | |
| San Bernardino | | 1/1150-<br>1/1250 | | | | |
| San Diego | | $8.56-<br>$9.68 | | | | |
| San Francisco | $12.18 | | | | | |
| San Joaquin | | | | | | x[5] |
| San Mateo | | | | | | x[6] |
| South County | $9.00 | | | | | |
| State Center | | | | | | x[7] |
| Ventura | | | | | | x[8] |
| Yosemite | | | Based on 1st 3 steps of schedule | | | |
| TOTALS | 5 | 4 | 3 | 1 | | 9 |

*Footnotes for individual district explanations on next page.

Note: Footnote Explanations of Preceding Responses by 8 JC Districts to:

Question 1: On what basis do you determine what you will pay a regular instructor who teaches additional college classes (beyond the normal contract load)?

[1]Kern: 50% contract base x $\frac{\text{number of hours class meets per week}}{30}$

[2]No. Orange County: Payment for Each Lecture Unit (Extended Day)

| | Class I & II | Class III, IV & V | Class VI & VII |
|---|---|---|---|
| Step 1 | $188 (10.45) | $200 (11.10) | $213 (11.85) |
| 2 | 200 (11.10) | 213 (11.85) | 226 (12.55) |
| 3 | 213 (11.85) | 226 (12.55) | 239 (13.30) |

Payment for Each Laboratory Unit (Extended Day)

| | Class I & II | Class III, IV & V | Class VI & VII |
|---|---|---|---|
| Step 1 | $151 (8.40) | $161 ( 8.95) | $171 ( 9.50) |
| 2 | 161 (8.95) | 171 ( 9.50) | 182 (10.10) |
| 3 | 171 (9.50) | 182 (10.10) | 193 (10.70) |

[3]Orange Coast: 1/1000 of instructor's annual full-time pay per hour of teaching.

[4]Pasadena: Summer school, extended day, adult education, overload are all paid on same certificated rate for hourly pay--1/1000 contract salary.

[5]San Joaquin: Paid on an hourly basis according to the Evening College Salary Schedule.

[6]San Mateo: We do not pay extra compensation for anything other than evening college teaching. Our teachers are not assigned overload in day college.

[7]State Center: Compensate instructor on hourly rate per abridged Schedule C (1969-70). See Table F, Footnote 11 (State Center).

[8]Ventura: Hourly Rates. All daily substitute and extension teachers shall be elected, time subject to assignment, at a rate which shall be 1/1000 of the basic annual salary for which they would qualify for contractual employment, provided that: (1) The service performed is in addition to any requirements prescribed as a part of their regular contract employment; and (2) The maximum hourly rate will be established annually until such time as it is fully implemented at 1/1000th. The present maximum rate is $9.00 per hour.

Question 2: During the period from Monday through Thursday, what limit, if any, is placed on the amount of teaching a regular full-time instructor may do beyond his normal load?

3: How do you pay those teachers who teach adult education and other college-related classes who are not under regular contract as junior college instructors (e.g., local business men, local attorneys, local high school teachers, etc.)?

a. Same pay basis as checked in "1" above--same as we pay our own college instructors.
b. Different plan. Please explain: _____.

| District | Q2 | Q3* | |
|---|---|---|---|
| | Load Limit | a | b |
| Cerritos | 6 hrs. | | x[1] |
| Contra Costa | Not done | | x[2] |
| El Camino | 3 lecture hrs. | | x[3] |
| Foothill | 1 class | x | |
| Kern | Not more than 1 extra pay class | | x[4] |
| LONG BEACH | 6 hrs. | x | |
| Los Angeles | 7 hrs. | | x[5] |
| Los Rios | 6 hrs. in evening program | | x[6] |
| Mt. San Antonio | 2 extra courses | x | |
| No. Orange County | 6 hrs. | | x[7] |
| Orange Coast | No response | | x[8] |
| Pasadena | No fixed policy | x | |
| Peralta | 6 | x | |
| San Bernardino | 6 hrs. | | x[9] |
| San Diego | 2 nights, 6 hrs. | x[10] | |
| San Francisco | By arrangement | | x[11] |
| San Joaquin | 1 class, 4 hrs. | x | |
| San Mateo | 1 class, 5 hrs. | | x[12] |
| South County | 3-6 hrs. | x | |
| State Center | 2 classes or 40% beyond contract load | x | |
| Ventura | 6 hrs. | x | |
| Yosemite | 1 class | x | |
| -- | 6 hrs. = Mode | 11 (Tot.) | 11 (Tot.) |

*Footnotes for individual district explanations on next page.

Note: Footnote Explanations of Preceding Responses by 12 JC Districts to:

Question 3: How do you pay those teachers who teach adult education and other college-related classes who are not under regular contract as junior college instructors (e.g., local business men, local attorneys, local high school teachers, etc.)?

[1]Cerritos: Based on placement on salary schedule - Steps 1-6. No instructor not under regular contract may advance beyond Step 6; based on 1% of hourly rate.

[2]Contra Costa: Adjusted because certain responsibilities are excluded.

[3]El Camino: No adult education classes.

[4]Kern: 50% Class II, Step 1, of current year salary schedule x number of hours class meets per week ÷ normal teaching load in hrs./year. Class II, Step 1, for 1969-70 is $8,578. Minimum rate for 1969-70 is $8.58 per hour.

[5]Los Angeles: Depending on experience, such teachers would be paid $187.30, $191.90; $198.50, or $204.80 for one semester consisting of one assigned hour of instruction a week.

[6]Los Rios: Paid according to classification determined by academic units completed after the receipt of B.A. or M.A.

[7]No. Orange County: Hourly rate for adult education - regular fractional contract for college classes.

[8]Orange Coast:

| "Substitute" | | "Summer Session" | "Evening College" | |
|---|---|---|---|---|
| Hrs. of Teaching | | Placed on OCJCD Salary Schedule | Years of Experience OCJCD E.C. | Hourly Rate |
| 1 | $14.00 | Apply F, 1, d | 1 | $8.00 |
| 2 | 20.00 | (2 sem. salary x 4/5 x 1/36 - Teaching Load = Hourly Rate) | 2 | 8.25 |
| 3 | 24.00 | | 3 | 8.50 |
| 4 | 28.00 | | 4 | 8.75 |
| 5 | 34.00 | | 5 | 9.00 |

[9]San Bernardino: $8.50 to $10.50 per hour, lab to lecture.

[10]San Diego: For teachers who teach college classes who are not under regular contract, same as we pay our own college instructors. Adult school teachers have completely separate schedule.

[11]San Francisco: Some are paid at the rate of $12.18 per hour; others are placed on the regular salary schedule and paid on a pro-rata basis for the number of units taught.

[12]San Mateo: Use evening college rates.

Table H

1969-70 Practices of California's Largest
Public Junior College Districts with Respect to:
"Other Matters of Concern"

Question 1: On a weekly basis, what do you consider to be a normal full-time teaching load for:

a. Academic (lecture) courses?
b. Vocational (trade) courses--graded?
c. Vocational (trade) courses--ungraded?
d. Laboratory courses?

2: How many hours per week is a full-time counselor expected to be on duty?

| District | Q1 | | | | Q2 |
|---|---|---|---|---|---|
| | a | b | c | d | Hours |
| Cerritos | 15 | — | — | 20 | 33 |
| Contra Costa | 15 | 20 | 20 | 18 | 30 |
| El Camino | 15 | — | -- | 20 | 20 |
| Foothill | 15 | 15 | 15 | 15 | 35 |
| Kern | 15 | 17-20 | 17-20 | 15-17 | 25, on call 30 |
| LONG BEACH | 15 | 20 | 20 | 20 | 40 |
| Los Angeles | 15 | 15 | — | 20 | 35 |
| Los Rios | 15 | 20 | — | 22 | 35 |
| Mt. San Antonio | 15-16 | 3 hr. lab | — | 3 hr. lab | 35 |
| No. Orange County | 15 | 18-22 | Adult Ed. | 18-22 | 35 |
| Orange Coast | 15 | 25 | -- | 22 | 6 daily |
| Pasadena | 15 | 20 | 22 | 20 | 35 |
| Peralta | 15 | 20 | 20 | 20 | 30 |
| San Bernardino | 15 | 21-24 | 21-24 | 18 | 40 |
| San Diego | 15 | 20-25 | 20-25 | 18-20 | 40 |
| San Francisco | 15 | — | -- | 20-22½ | 30 |
| San Joaquin | 15 | 25 | 25 | 22½ | 40 |
| San Mateo | | Variable | | | 30 |
| South County | 15 | 15-24 | 15-24 | 18-21 | n.d. |
| State Center | 15 | 20-22 | 20-22 | 20 | 35 |
| Ventura | 15 | 15-22 | 15-22 | 22 | 35 |
| Yosemite | 15 | 20 | 20 | 20 | n.d. |
| MEDIAN | 15 | 20* | 20* | 20* | 35* |

*Median has been based on the number of districts supplying data.

Question 3: What compensation, if any, is given to a regular full-time instructor who is asked to take over ("cover") a class for one period for another instructor who is necessarily absent?

| District | Response |
|---|---|
| Cerritos | None |
| Contra Costa | $10.50+ |
| El Camino | $9.65 |
| Foothill | None |
| Kern | $8.58 |
| LONG BEACH | Instructors cover without pay if possible. Otherwise, substitute pay. |
| Los Angeles | His own hourly rate |
| Los Rios | None |
| Mt. San Antonio | None |
| No. Orange County | Extended day pay |
| Orange Coast | 1/1000 of annual salary per hr. |
| Pasadena | Usually none--done on exchange basis for one period. |
| Peralta | Substitute rate |
| San Bernardino | None for first 3 days, then evening rates. |
| San Diego | None for day classes; hourly rate for evening classes. |
| San Francisco | $12.18 per hour |
| San Joaquin | Paid one hour at Evening College Schedule rate. |
| San Mateo | $9.00 per hr. lecture; $7.00 per lab. |
| South County | $9.00 hr. |
| State Center | None |
| Ventura | Hourly pay at $9.00 per hour maximum |
| Yosemite | None |

Number responding "None" = 10.
Number reporting specific dollar amounts = 12.

Question 4: May regular contract instructors also substitute during the day for additional compensation?

Yes. At what rate?
No

5: How does the rate of pay for extra-compensation counseling service compare with the corresponding rate for teaching?

a. Same pay for an hour of counseling as an hour of teaching.
b. Higher rate for counseling.
c. Lower rate for counseling.
d. Other response. Please explain:

| District | Q4 | | Q5 | | | |
|---|---|---|---|---|---|---|
| | Yes (Rate) | No | a | b | c | d |
| Cerritos | 1% of monthly rate | | | | | x[1] |
| Contra Costa | Substitute rate $10.50+/hour | | | | x | |
| El Camino | $9.65 | | | 8% | | |
| Foothill | | x | | | x | |
| Kern | $8.58/hour | | | | | x[2] |
| LONG BEACH | Regular rate | | x | | | |
| Los Angeles | His own hourly rate | | | x | | |
| Los Rios | | x | x | | | |
| Mt. San Antonio | | x | x | | | |
| No. Orange County | Extended Day Pay | | x | | | |
| Orange Coast | 1/1000 of annual contract per hour | | | | | x[3] |
| Pasadena | 1/1000 of annual contract per hour | | | x | | |
| Peralta | $10.85/hour | | x | | | |
| San Bernardino | None for first 3 days then evening rates | | | | | x[4] |
| San Diego | | x | | | x | |
| San Francisco | $12.18 | | | | | x[5] |
| San Joaquin | Evening College Schedule rate | | x | | | |
| San Mateo | $9.00 and $7.00 | | | | | x[6] |
| South County | $9.00 | | x | | | |
| State Center | $7.50 | | | | x | |
| Ventura | $9.00 hourly maximum | | x | | | |
| Yosemite | | x | | x | | |
| TOTALS | 17 | 5 | 8 | 4 | 4 | 6 |

[1] We do not use our counselors for extra hours. We use part-time counselors.

[2] $75 per contract year for counseling per 1/5 teaching load.

[3] $48 per day--8 hour day.

[4] Low rate hourly.

[5] $12.18 per hour outside of regular calendar pro-rata of annual salary for days during regular calendar (January, February).

[6] We have no rate for this purpose.

Question 6: What percentage of a normal teaching load does your head football coach carry and how much additional compensation beyond the regular instructors' salary schedule is he paid?

__% teaching load carried
__$ additional compensation per year

7: What percentage of a normal teaching load do you require from these officers of the Academic Senate?

a. President (or Chairman)
b. Secretary

| District | Q6 | | Q7 | |
|---|---|---|---|---|
| | % | $ | a | b |
| Cerritos | 12-month contract; 9 teaching hrs. released time in Fall; 3 teaching hrs. released time in Spring. | No extra pay | 80% | 100% |
| Contra Costa | 55 | None | 80 | 100 |
| El Camino | 60 | No response | None | None |
| Foothill | 50 | None | 66 | 100 |
| Kern | 58 | $675 | 80 | None |
| LONG BEACH | 80 | $1528 | 80 | 100 |
| Los Angeles | 20 | $1008 | 100 | 100 |
| Los Rios | 60 | $6.27-$9.04 per hr. | 20 | None |
| Mt. San Antonio | 100 | $900 | 100 | 100 |
| No. Orange County | Division chairman release time | One month extra pay | None | None |
| Orange Coast | 100 | a | 100 | 100 |
| Pasadena | 100 | b | 60-66 | 100 |
| Peralta | 60 | None | 50 | 100 |
| San Bernardino | 60 | $1261 | 80 | 100 |
| San Diego | 100 | $885 | 80 | 100 |
| San Francisco | 100 | $1312.70 | 80 | 100 |
| San Joaquin | 73.4 | c | 80 | 150 |
| San Mateo | 50% during fall term. | None | 100 | 100 |
| South County | 60 | None | 100 | 100 |
| State Center | 55 | None | 80 | 100 |
| Ventura | 100% includes football class | d | 80 | 100 |
| Yosemite | 75 | $5 | 100 | 100 |
| SUMMARY DATA | 6 Districts=100%<br>16 Districts=Reduction | 7 Districts=None<br>14 Districts=Extra $ | 80%* | 100%* |

[a] $\frac{3}{20}$ x two semester salary--12-month duty period.

[b] $\frac{1}{1000}$ of the basic salary for 115 supplemental hours.

[c] 10% of contract additional for one month's additional work in the summer.

[d] $\frac{1}{1000}$ of basic annual salary per hr. for hours in excess of the normal teaching load (maximum of 110) plus $\frac{3}{4}$ month extra pay.

*Median percentages.

Question 8: In terms of ADA, what is your approximate student load per full-time (or F.T.E.) counselor? (Please exclude counselors assigned to vocational placement and any "special program" counselors.)

9: In terms of ADA, what is your approximate student load per full time (or F.T.E.) administrator? (Please exclude counselors, librarians, and those instructors who may not teach full-time because they are division heads, department chairmen, coordinators, and the like. We know this question will be hard to answer so if you wish to supplement it with a footnote we will surely understand.)

| District | Q8 | Q9 |
|---|---|---|
| Cerritos | 622 | 566 |
| Contra Costa | 350-500 | 400 |
| El Camino | 680 | 440 |
| Foothill | 370 | 600 |
| Kern | 602.31 | No formula |
| LONG BEACH | 900 | 925 |
| Los Angeles | 858 | 720 |
| Los Rios | No response | No response |
| Mt. San Antonio | 500 | 400 |
| No. Orange County | 406.8 | 328.0 |
| Orange Coast | 1:730 | 1:653 |
| Pasadena | 691 | 691 |
| Peralta | 406:1 | No response |
| San Bernardino | 1000 | 750 |
| San Diego | 672.38 | 672.38 |
| San Francisco | 525 | 632 |
| San Joaquin | 375 | 513.75 |
| San Mateo | 90-100 for each 1/5 counselor | 425 |
| South County | 370 | 394 |
| State Center | Fresno, 1:700<br>Reedley, 1:610 | Fresno, 1:437<br>Reedley, 1:215 |
| Ventura | 400 | 502 |
| Yosemite | 500 | 700 |
| Range | 370 - 1000 | 326 - 925 |
| Median | 525* | 566* |

*Medians based on number of districts providing data.